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Reports 1

Bi- Weekly Report for Period Ending 31 August 1962
for
RECORDS DISPOSITION AND SYSTEMS BRANCH

1. Contributions

a. Approved a revision for the OO/Contact Division Schedule

25X1

b. Reviewed and approved six requests for filing equipment and supplies.

2. Assignments

a. Shelf Filing

(1-3) DDP/TSD, Personnel, Insurance Branch, Medical

25X1

Waiting for construction of vault area or delivery of equipment.

b. Records Control Schedules

25X1

(1) OTR

No change.

(2) OSI

Revised Schedule being reviewed.

c. Special Projects

(1) O/DDS

A storage rack for briefing charts is being constructed in the GSA shop.

(2) OO/Contact Division

25X1

Management survey requested for the Index Branch has been postponed by

(3) Conference Notes and Special Reports

25X1

(a) Draft of new poster on space theme has been reviewed and favorably received by Records Management Staff. Poster will be sent to reproduction for printing copies.

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- (b) Reports of records holdings are still being received. Compilation of overall report will be completed when all reports are in.

25X1 (4) Medical Staff ☐

Waiting for further word on the preliminary study and report submitted to the Registrar.

25X1 (5) Comptroller ADPD ☐

No change.

25X1 (6) DDP/Central Cover ☐

Waiting for more definite information from vendor on specialty type sorter desired by this office.

25X1 d. Reviewing Requisitions ☐

Received seven and approved six. Remaining requisition requires additional ~~study~~ study and information.

25X1 3. Vital Records ☐

- a. Security and administrative approvals have been granted to participate and/or conduct Vital Records Workshops at State Department and General Services Administration.
- b. The Records Management Division in State Department requested me to participate in the Vital Records Workshop on Wednesday, 19 September. My contribution to the workshop will be a discussion on what private industry is doing in the field of Vital Records.
- c. GSA, Records Services Division, would like us to supply an instructor for the Records Management Seminar scheduled for September 26th. Our participation would be a three-hour presentation concerning Vital Records Programs. With minor changes and substitutions of examples in our agency workshop, this program will be the same as that presented to CIA employees.

4. News

- 25X1 A. ☐/Logistics Graphics requested the slides we have used in conjunction with our workshops and briefings. He intends to have 4 x 6 prints made which he will retain as reference and work file and will return the slides to us. He expects to establish a reference file on all slides and art work for the Records Management Series which will be available for agency reference. Slides on three programs have been loaned to him.

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4. News (continued)

- b. [] NPIC, called seeking an odd-sized self-adhesive label. [] was unable to procure on the outside without a special order which would be rather expensive. [] suggested that the large sheets of adhesive backed paper which Reproduction had in stock could be cut to the desired size. NPIC feels this will very satisfactorally serve their needs.

25X1

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